

**Unit DCT 2:****Formatting/Application Skills**

**Content Standard DCT 2.1:** Students develop and refine formatting/application skills using the touch-keyboarding technique.

<b>Performance Expectations</b>	<b>Instructional Strategies</b>	<b>Assessment Strategies</b>	<b>Supplementary Resources</b>
<p>DCT 2.1.1 Identify and use software features that facilitate formatting documents</p> <p>DCT 2.1.2 Key, format, and edit business and personal business letters using various components and styles to produce a professional document</p> <p>DCT 2.1.3 Key, format, and edit envelopes and labels using appropriate formats</p>	<p>Discuss and demonstrate:</p> <ul style="list-style-type: none"> <li>➤ Software features, including menu bar options and tool bars</li> <li>➤ Properly formatted letters, envelopes, and labels</li> <li>➤ Proofreading skills</li> </ul> <p>Letter Puzzle</p> <p><b>Avoid use of wizards until students know concepts</b></p>	<p>Evaluate student's ability to:</p> <ul style="list-style-type: none"> <li>➤ Properly format letters, envelopes, and labels</li> <li>➤ Create usable/acceptable letters, envelopes, and labels</li> </ul> <p>Several items listed in Supplementary Resources</p>	<p><a href="#">Letter Puzzle</a></p> <p><a href="#">Letters, Letters, and More Letters (In-Basket)</a></p> <p><a href="#">Business Letter Style (Internet Activity)</a></p> <p><a href="#">Complaint-Compliment Letter (Internet Activity)</a></p> <p><a href="#">Computer Keyboarding-Document Formatting College Credit (In-Basket)</a></p> <p><a href="#">Rubric for Business Letter</a></p> <p><a href="#">Word Windows Parts Quiz</a></p> <p><a href="#">Letter and Punctuation Formats</a></p> <p><a href="#">Business Letter Formatting</a></p> <p><a href="#">Modified Block Example</a></p> <p><a href="#">Modified Block Instructions</a></p> <p><a href="#">Personal Business Letter Example</a></p> <p><a href="#">Personal Business Letter Worksheet Instructions</a></p> <p><a href="#">Personal Business Letter Format</a></p> <p><a href="#">12-Point Scale</a></p> <p><a href="http://school.discovery.com/">http://school.discovery.com/</a></p> <p><a href="http://www.teach-nology.com/web_tools/graphic">http://www.teach-nology.com/web_tools/graphic</a></p> <p><a href="http://rubistar.4teachers.org">http://rubistar.4teachers.org</a></p> <p>Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 6-9</p> <p>Century 21 Jr. Input Technologies &amp; Computer Applications: Thomson/South-Western: Chapter 6-12, 14</p> <p>DigiTools: Thomson/South-Western: Chapter 5</p> <p><i>Indiana Academic Standards English/Language Arts 9.1.2, 9.4.1, 9.4.2, 9.4.3, 9.4.11, 9.5.3, 9.5.5</i></p>

<b>Performance Expectations</b>	<b>Instructional Strategies</b>	<b>Assessment Strategies</b>	<b>Supplementary Resources</b>
<p>DCT 2.1.4 Create and edit a variety of table formats using the table function</p> <p>DCT 2.1.5 Construct tables and insert tables into other business documents including letters and reports</p>	<p>Discuss and demonstrate:</p> <ul style="list-style-type: none"> <li>➤ Creating tables with the use of table function from software</li> <li>➤ Table properties including alignment, justification, spacing, shading, borders, number alignment, titles, column headings, merge cells, and formulas, etc.</li> </ul>	<p>Evaluate student's ability to:</p> <ul style="list-style-type: none"> <li>➤ Create appropriate tables</li> <li>➤ Prepare documents properly with tables incorporated</li> </ul> <p>Formatting Guide Sheet</p>	<p><a href="#">Table Drills (In-Basket)</a></p> <p><a href="#">Training Session-Table (Minibasket)</a></p> <p><a href="#">My Schedule Table (Minibasket)</a></p> <p><a href="#">NBA Roster Table (Minibasket)</a></p> <p><a href="#">Peer-Coach Tables</a></p> <p>Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter none</p> <p>Century 21 Jr. Input Technologies &amp; Computer Applications: Thomson/South-Western: Chapter 12</p> <p>DigiTools: Thomson/South-Western: Chapter 5</p> <p><i>Indiana Academic Standards Mathematics A1 9.2</i></p>
<p>DCT 2.1.6 Create and edit memos and e-mail messages to produce a professional document</p> <p>DCT 2.1.7 Create and edit reports including special parts and documentation</p> <p>DCT 2.1.8 Create and edit a variety of personal and professional documents</p>	<p>Discuss and demonstrate:</p> <ul style="list-style-type: none"> <li>➤ Netiquette, message tone, and target audience</li> <li>➤ Style of reports such as MLA, school/business specific etc.</li> <li>➤ Referencing of quoted or paraphrased material</li> <li>➤ Formatting of parts of reports such as headers/footers, page numbering, works cited, widows/orphans, etc.</li> <li>➤ Use of print preview before printing of any document</li> <li>➤ Outlines, agendas, itinerary, minutes of meetings, resume, cover letter, etc.</li> </ul> <p>Create appropriate e-mails and memos</p> <p>Compare and contrast use and style of memos and e-mails</p>	<p>Evaluate student's ability to:</p> <ul style="list-style-type: none"> <li>➤ Format memos and e-mail properly</li> <li>➤ Create usable/acceptable memos and e-mails</li> </ul> <p>Formatting Guide Sheet</p> <p>12-Point Scale</p>	<p><a href="#">Communication Connection (Co-Op)</a></p> <p><a href="#">Memo Composition</a></p> <p><a href="#">MLA Format Test Grading Rubric</a></p> <p><a href="#">MLA Report Guide Sheet</a></p> <p><a href="#">12-Point Scale</a></p> <p>Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter none</p> <p>Century 21 Jr. Input Technologies &amp; Computer Applications: Thomson/South-Western: Chapter 10-12, 14</p> <p>DigiTools: Thomson/South-Western: Chapter 5, Unit 2, 3</p> <p><i>Indiana Academic Standards English/Language Arts 9.1.2, 9.4.1, 9.4.2, 9.4.3, 9.4.11, 9.5.3, 9.5.5, 9.6.4</i></p>

<b><i>Performance Expectations</i></b>	<b><i>Instructional Strategies</i></b>	<b><i>Assessment Strategies</i></b>	<b><i>Supplementary Resources</i></b>
DCT 2.1.9 Apply proofreading and editing skills	Insure documents are always proofread for readability and meaning	Proof Memo	<a href="#">Six-Inch Voice</a>  Century 21 Jr. Input Technologies: Thomson/South-Western: Chapter 6, 8  Century 21 Jr. Input Technologies & Computer Applications: Thomson/South- Western: Chapter 6, 8, 10-12, 14  DigiTools: Thomson/South-Western: Chapter 2, 5, 7  <i>Indiana Academic Standards</i> <i>English/Language Arts 9.4.11</i>